



## Notice

### Regular Meeting of the Committee on Information Technology City and County of San Francisco

**Thursday, June 15, 2023**

**10:00 am – 12:00 pm**

City Hall Room 305

Meeting will also be broadcast online via WebEx event.

To view the online presentation, join the meeting using this link:

<https://sfpublic.webex.com/sfpublic/j.php?MTID=mf994bf8cc818fcf169fbe469c3e64f3a>

Members of the public may use email address [coit.staff@sfgov.org](mailto:coit.staff@sfgov.org) to join the WebEx meeting if needed.

If you wish to offer public comment, call in to phone number 415-655-0001 using access code 2595 134 8061, webinar password COIT (2648 from video systems), and press \*3.

## Agenda

### 1. Call to Order by Chair

### 2. Roll Call:

Carmen Chu, City Administrator, Chair  
Linda Gerull, Chief Information Officer, Department of Technology  
Michael Makstman, Chief Information Security Officer, Department of Technology  
Sophia Kittler, Director, Mayor's Office of Innovation  
Aaron Peskin, President, Board of Supervisors  
Angela Calvillo, Clerk, Board of Supervisors  
Ben Rosenfield, Controller  
Carol Isen, Director, Department of Human Resources  
Dr. Grant Colfax, Director, Department of Public Health  
Dennis Herrera, General Manager, Public Utilities Commission  
Michael Lambert, City Librarian, Public Library  
Mary Ellen Carroll, Director, Department of Emergency Management  
Ivar Satero, Director, San Francisco International Airport  
Jeffrey Tumlin, Director, Municipal Transportation Agency  
Trent Rhorer, Executive Director, Human Services Agency  
Sheryl Davis, Executive Director, Human Rights Commission  
Charles Belle, Public Member

### 3. General Public Comment

### 4. Approval of the Meeting Minutes from April 20, 2023 (Action Item)

### 5. Surveillance Technology Policy - Human Services Agency - Audio Recorder - Call Recording Technology (Action Item)

Section 19B of the City & County of San Francisco's Administrative Code requires all departments with surveillance technologies to develop a Surveillance Impact Report and

Surveillance Technology Policy for their ongoing authorized use. Each Surveillance Technology Policy must be approved by COIT before they are reviewed by the Board of Supervisors.

The Human Services Agency will present their Call Recording Surveillance Technology Policy and Surveillance Impact Report for review.

## **6. Surveillance Technology Policy - Multiple Departments - Social Media Monitoring Technology (Action Item)**

COIT Privacy Analyst Julia Chrusciel will present on a Social Media Monitoring Surveillance Technology Policy and Surveillance Impact Report on behalf of multiple City Departments, including:

- Airport
- Arts Commission
- Assessor – Recorder Office
- Asian Art Museum
- City Administrator’s Office – 311
- City Administrator’s Office – Animal Care & Control
- City Administrator’s Office – Central Office
- City Administrator’s Office – Office of Civic Engagement and Immigrant Affairs
- City Administrator’s Office – Office of Transgender Initiatives
- City Planning Department
- Controller’s Office
- Department of Building Inspection
- Department of Children, Youth, and their Families
- Department of Early Childhood
- Department of Emergency Management
- Department of Homelessness and Supportive Housing
- Department of Police Accountability
- Department of Public Health
- Department of Technology and SFGov/ SFGovTV
- Environment Department
- Ethics Commission
- Human Rights Commission
- Mayor’s Office
- Municipal Transportation Agency
- Office of Economic and Workforce Development
- Port of San Francisco
- Public Utilities Commission
- Recreation and Park Department

## **7. Chair Update**

## **8. CIO Update**

## **9. Adjournment**

# Sunshine Ordinance

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## Know Your Rights Under the Sunshine Ordinance

(Chapter 67 of the San Francisco Administrative Code)

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils and other agencies of the City and County exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review.

**For more information on your right under the Sunshine Ordinance or to report a violation of the ordinance, contact the Sunshine Ordinance Task Force.**

Sunshine Ordinance Task Force  
City Hall, Room 244  
1 Dr. Carlton B. Goodlett Place  
San Francisco, CA 94102-4689  
Phone: (415) 554-7724, Fax: (415) 554-5784  
E-mail: [sotf@sfgov.org](mailto:sotf@sfgov.org)

Copies of the Sunshine Ordinance can be obtained from the Clerk of the Sunshine Ordinance Task Force, at the San Francisco Public Library, and on the City's website at <http://www.sfgov.org>.

Accessible Meeting Information: COIT encourages participation by persons with disabilities. Meeting locations are wheelchair accessible. To request an accommodation such as real time captioning, ASL interpretation, materials and handouts in electronic format or other accommodations, please contact (415) 554-4568 or [coit.staff@sfgov.org](mailto:coit.staff@sfgov.org). Providing at least 72 hours advance notice will help to ensure availability.

Individuals who influence or attempt to influence local policy or administrative action may be required by the San Francisco Lobbyist Ordinance (San Francisco Campaign and Governmental Conduct Code sections 2.100 – 2.160) to register and report lobbying activity. For more information about the Lobbyist Ordinance, please contact the Ethics Commission at 25 Van Ness Avenue, Suite 220, San Francisco, CA 94102, telephone (415) 252-3100, fax (415) 252-3112 and website: <http://www.sfgov.org/ethics>.